



Department of Administration  
Emerging Business Enterprise Program

Tom Barrett  
Mayor

Cheryl L. Oliva  
Purchasing Director

Christopher Martin  
Manager

March 18, 2008

Dear Vendor:

This cover letter is to advise you that this invitation to bid requires Emerging Business Enterprise (EBE) participation in accordance with the City of Milwaukee Ordinance Chapter 360.

**NOTE: READ THE TOTAL EMERGING BUSINESS ENTERPRISE PROVISIONS IN THE BID PACKAGE VERY CAREFULLY.**

EBE participation is an element of bid responsiveness. Failure to meet the specified EBE requirements will render the bid unresponsive, and the DOA-Business Operations Division may then recommend award to the next apparent low bidder. [Ref: Sec. III C (3)]

**NOTE: APPEAL PROVISION PROCEDURES ARE THE SAME AS SPECIFICATION APPEAL PROCEDURES.**

Specifications that contain a term, condition or provision that prevents you from bidding or are restrictive relative to the market and/or the service requirements of the City, can be appealed by filing a written appeal with the City of Milwaukee Purchasing Director at least five (5) working days prior to bid opening. It must state clearly the reason(s) you cannot comply. Effective August 8, 2001 the fee required for a vendor to appeal bid specifications and recommendations of awards pursuant to s.16.05 of the Charter and s.310-19 of the Code shall be 1% of the dollar value of the recommended award. If your appeal is upheld, the fee will be refunded. Your appeal will be scheduled for a hearing before the Purchasing Appeals Board. You will be notified no later than five (5) working days prior to the scheduled hearing of the date, time, place and purpose of the hearing. An addendum will be issued if the situation warrants it. [Ref: 43 of General Instructions, Terms and Conditions of Formal Bids.]

For further information regarding EBE participation, contact the Emerging Business Enterprise Analyst-Sr., Eunice Harris at 414-286-8749 or the appropriate purchasing agent.

Ref. EBE.LTR (Rev. 9/02)